



### **NOTICE OF VACANT POSITION**

Date of Publication: 03 August 2022

The Science and Technology Information Institute (STII) of the Department of Science and Technology (DOST) is in need of personnel to occupy the following vacant positions:

**Position** : **Administrative Officer II (Training Specialist I)**  
**Status of Engagement** : Contract of Service  
**Position Code** : 2022-STII-GAA-TSI-015  
**Salary** : P 26, 779.20 (SG 11)  
**Assignment** : Finance and Administrative Division – HR Section  
**No. of Vacancy** : 1

<b>Requirements:</b>	
Education	Bachelor's Degree preferably in Psychology, Human Resource, Management
Experience	1 year of experience in training
Training	None required
Eligibility	None required

#### **Additional Qualifications:**

- Good in written communication skills.
- Strong organizational/records management and collaboration skill.

#### **Position/Job Description**

- Facilitate application documents for scholarship of employees.
- Facilitate documentary requirements for external trainings.
- Monitor realization of learning application plan, re-entry action plans, and follow-through action.
- Prepare reports related to scholarship and external training programs.
- Update database of learning and developments.
- Assist in the preparation modules and job aids for non-training interventions.
- Assist in the preparation and conduct of in-house training programs whenever necessary.
- Perform other related functions.

DOST-STII encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those of any sexual orientation and gender identity expressions (SOGIE) to submit the following documents to [hr@stii.dost.gov.ph](mailto:hr@stii.dost.gov.ph) and by accomplishing the form through this link: <https://forms.gle/q1CZLTsHku5AQ7Le6>

1. Letter of Application with position code addressed to Director Richard P. Burgos
2. Updated Personal Data Sheet (PDS) with recent picture (CS Form 212 revised 2017; <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>)
3. Resume
4. Updated Work Experience Sheet (CS Form 212 attachment; <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>)
5. Diploma and Official Transcript of Record
6. Certificates of Training
7. Certificate of Employment with Actual Duties and Responsibilities

**The deadline for the submission of applications is on August 14, 2022.  
Only shortlisted applicants will be notified.**